

Navigating the PowerSchool Parent Portal

1. Launch your web browser and go to Lee County Schools' PowerSchool Parent Portal web site: <https://lcs.powerschool.com/public>
2. Log in using your user name and password and click Enter.

The Grades and Attendance screen will appear:

The screenshot shows the 'Grades and Attendance: Briggs, Justin D' screen. It features a navigation bar at the top with the user's name 'Justin'. Below it is a navigation menu with options like 'Grades and Attendance', 'Grade History', 'Attendance History', etc. The main content area displays a table titled 'Attendance By Class' with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'S1', 'Q3', 'Q4', 'S2', 'Absences', and 'Tardies'. Callouts point to various elements: 'Navigation Bar' points to the top bar; 'Attendance' points to the 'Attendance By Class' table; 'Class Schedule and Teacher E-mail (Click the name to e-mail the teacher)' points to the teacher names in the 'Course' column; and 'Absences & Tardies' points to the 'Absences' and 'Tardies' columns.

3. Grades - Click on a class average to view the **Class Score Detail** (assignments and scores for the class).

The Class Score Detail shows the following information:

Class Score Detail:

Course	Teacher	Expression	Final Grade ¹
Environmental Science	Ngyuen, Jerry M	4(A-B)	A- 91%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
06/11/2012	HW	Law		98/100	98	A
07/13/2012	TST	Policy		85/100	85	B
07/27/2012	TST	Q1		9/10	90	A-
08/31/2012	TST	Climate Change		90/100	90	A-

Assignment due dates

Assignments

Score
(Note: If a score is colored, click on it to view a teacher's note to the parent.)

Grade on Assignment

4. Click on an individual assignment in the assignments column to view additional information about the assignment.
5. Use the back button in your browser, or click Grades and Attendance in the navigation bar, to return to the original screen.

Grade History: 6. Click on Grade History to view the student's grades for the past quarters/semesters

Course		Q1					
Course	Grade	%	Cit	Hrs			
English Survey	C+	78	H	0.0			
Environmental Science	A-	93	H	0.0			
Home Ec	F	50	H	0.0			
Individual Sports	F	49	H	0.0			
Music	F	47	H	0.0			
Swimming	A-	90	H	0.0			
U.S. History	F	33	H	0.0			

Course		Q2					
Course	Grade	%	Cit	Hrs			
English Survey	F	50	H	0.0			
Environmental Science	A	96	H	0.0			
Home Ec	F	50	H	0.0			
Individual Sports	F	47	H	0.0			
Music	F	51	H	0.0			
Swimming	A-	90	H	0.0			
U.S. History	D-	62	H	0.0			

Courses Taken (points to U.S. History in Q1 and Q2)

Quarter or Semester (points to Q1 and Q2 headers)

Grades (points to Grade column)

Select the blue percentage number to see the related assignments. (points to percentage values)

Grades will show in Grades History at the conclusion of each quarter/semester.

Viewing Attendance:

7. Click on Attendance History in the Navigation Bar.

Course	Expression	10/1-10/5		10/8-10/12		10/15-10/19		10/22-10/26		10/29-11/2		11/5-11/9		11/12-11/16		11/19-11/23		11/26-11/30			
		M	T	W	T	W	T	W	T	W	T	W	T	W	T	W	T	W	T	W	F
U.S. History Higgins, Theodore X 124 E: 05/28/2012 L: 05/25/2013	1(A)	-	-	P	-	P	-	-	-	-	-	-	-	A	-	-	-	-	-	-	-
Swimming Sand, Victor E Pool E: 05/28/2012 L: 11/30/2012	2(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
English Survey Bowe, Sheldon K 118 E: 05/28/2012 L: 05/25/2013	3(A)	-	-	-	-	P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

View attendance by class and date. (points to the grid)

Dashes indicate class is not in session or a class from a different semester. (points to dashes in the grid)

Email Notification:

8. Click Email Notification on the Navigation Bar to select the types of information that you would like to receive by email and to schedule how often they will be sent.

Select the types of information you would like to receive.

What information would you like to receive?

- Summary of current grades and attendance
- Detail report showing assignment scores for each class.
- Detail report of attendance.
- School announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How often? Weekly

Email Address cbriggs@myemail.com

Additional Email Addresses (separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Justin?

Submit

Using the drop-down menu, select how often you would like to receive the information. (points to 'Weekly' dropdown)

If you would like these reports sent to additional email addresses, you can add them here. (points to 'Additional Email Addresses' field)

You can have the reports sent immediately to the email addresses listed by checking this box. (points to 'Send now for Justin?' checkbox)

Click Submit (points to Submit button)

Teacher Comments:

9. Click on Teacher Comments in the Navigation Bar to view comments from teachers for each quarter/semester.

Reporting Term ← Choose quarter/semester from drop-down box you would like to view comments for.

Exp.	Course #	Course	Teacher	Comment
1(A)	SOC1000	U.S. History	Higgins, Theodore X	
2(A)	PE09	Phys Ed 9	Swaney, Jim H	
3(A)	ENG9	English Survey	Bowe, Sheldon K	
4(A-B)	MAT1000	Consumer Math	Adams, Mark B	
1(B)	ART9	Art	Brachemyer, Dan	
2(B)	CS9	Computer	Kimball, John I	
3(B)	HE09	Health 9	Swaney, Jim H	

Comments will appear here.

Click on the blue teacher name to send the teacher an email.

School Bulletin:

10. Click on School Bulletin to view messages or information for parents from the school.

Account Preferences:

11. Click on Account Preferences to change the name, e-mail address, user name, or password associated with your Parent account or to add additional students to the account. The screen will open on the Profile Tab.

Profile

Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text" value="Casey"/>	
Last Name:	<input type="text" value="Briggs"/>	
Email:	<input type="text" value="cbriggs@myemail.com"/>	Change the e-mail address by clicking in the box and typing the new address.
Select Language	<input type="text" value="English"/>	
Username:	<input type="text" value="cbriggs1"/>	Change the Username and password by clicking on the pencil icons.
Current Password:	<input type="text" value="*****"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

12. To add additional students to the account, click on the Student tab and then the Add+ button.

Profile

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students

Justin